

(Appendix D)

## **GLOSSARY OF AGING TERMS**

**ACTIVITIES OF DAILY LIVING-** Basic self-care activities includes eating, bathing, dressing, transferring from bed to chair, bowel and bladder control, and independent ambulation, which are widely used as a basis for assessing individual functional status.

**ADMINISTRATION ON AGING (AOA)-** The primary agency in the federal government having responsibility to administer the provisions of the Older Americans Act. It advocates at the federal level for the needs, concerns and interests of older citizens throughout the nation.

**ADMINISTRATOR-** The person who is responsible for the total operation of a home and is responsible for the facility meeting standards and maintaining rules as established by the state.

**ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE-** Members are community citizens who are appointed by the local board of county commissioners to work to maintain the spirit of the Residents' Bill of Rights as well as promote community education and awareness of the operation of adult care homes in that county and the needs of the persons residing in these homes.

**ADULT CARE HOME-** A facility licensed in North Carolina to provide care for 7 or more people who do not need nursing care but are no longer able to remain in their own homes because they need assistance in meeting their day-to-day needs. Such facilities were formerly known as Homes for the Aged and Disabled or Rest Homes.

**ADULT CARE HOME RESIDENT-** Any adult (18 or over) who needs a substitute home because of a temporary or chronic physical or mental condition.

**ADULT HOME SPECIALIST-** The person(s) in the county department of social services given primary responsibility for assessing the need for adult care homes in the county, responding to all inquiries regarding licensure, and monitoring homes for compliance with licensure rules.

**ALZHEIMER'S DISEASE-** A progressive, degenerative disease that attacks the brain and results in impaired memory, thinking and behavior. It is estimated that at least 70,000 people, primarily older adults, suffer from this disease in North Carolina.

**AMBULATORY WITH ASSISTANCE-** Able to walk with the aid of assistive devices such as a cane, walker, etc.

**ANALGESICS**- A class of drugs used to reduce pain. (Aspirin, Tylenol, Darvon are common examples).

**ANTI-INFLAMMATORY DRUGS**- Drugs used to reduce inflammation such as that coming from arthritis. (Aspirin and Butazolidin are examples).

**ANTI-HYPERTENSIVES**- Drugs that lower the blood pressure. (Serpasil is an example).

**AREA AGENCY ON AGING (AAA)**- A regional planning body of governments which plans, coordinates and advocates for a development of a comprehensive service delivery system to meet the needs of older people in a specific geographic area. They together with the federal level Administration on Aging, the State Offices on Aging, and local service provider agencies comprise the “aging network”.

**ARTERIOSCLEROSIS or AETHEROSCLEROSIS**- Fatty deposits inside artery walls causing a decrease in size and flexibility of the artery. The following terms are used in conjunction with the basic condition:

HEART ATTACK- Common term used to describe sudden internal damage to the heart often as a result of heart disease.

STROKE- Sudden lack of blood to some parts of the brain causing that part not to function.

**ARTHRITIS**- An inflammation of a joint or joints.

**AUTHORIZED REPRESENTATIVE**- Any person that the Social Security beneficiary or Supplemental Security Income recipient requests to be given the right to represent him or her in any business with the SAA. The right to have an authorized representative exists for all claimants of Social Security and SSI benefits and is obtained by securing and completing the “Appointment of Representative” form SAA-1696 which defines the limit for fees to be charged by an authorized representative, the penalties for charging an unauthorized fee, and conflict of interest.

**CASE MANAGEMENT**- An inter-agency, standardized process focusing on the coordination of a number of services needed by vulnerable citizens. It includes an objective assessment of client needs; the development of individualized care plan based on the assessment that is goal oriented and time limited; arrangement of services; and reassessment, including monitoring and follow-up.

**CATHETER**- A tube inserted to pass through the urethra into the bladder to drain urine. Other names used are foley, foley catheter, and indwelling catheter.

**CERTIFICATE OF NEED (CON)-** A certificate issued by a government body to a health care provider who is proposing to construct, modify, or expand facilities, or to offer new or different types of health services. CON is needed to prevent duplication of services and overbedding. The certificate signifies that the change has been approved. In NC the Division of Facility Services in the Department of Health and Human Services handles CON.

**COMBINATION FACILITY-** A facility licensed under G.S. 131E-102 providing intermediate care and/or skilled nursing care and adult home care.

**CONTINENT-** Able to control the passage of urine and feces. The opposite is incontinent or unable to control the passage of urine and feces.

**CONTINUUM OF CARE-** A comprehensive system of long-term care services and support systems in the community, as well as in institutions. The LTC Continuum includes: (1) community services such as senior centers; (2) in-home care such as home delivered meals, homemaker services, home health services, shopping assistance, personal care, chore services, and friendly visiting; (3) community-based services such as adult day care; (4) non-institutional housing arrangements such as congregate housing, shared housing, and (5) nursing homes and adult care homes

**CONTRACTURES-** Stiffening of muscles and joints.

**COPAYMENT-** A type of cost sharing whereby insured or covered persons pay a specified flat amount per unit of service or unit of time, and the insurer or public agency pays the rest of the cost.

**COUNCIL ON AGING-** (Department on Aging or Office on Aging)- A private nonprofit organization or public agency that serves as a county focal point on aging and which traditionally provides supportive services to older adults.

**DECUBITUS ULCER-** A sore or ulcer caused by the lack of blood circulating to some area of the body. This condition usually results from sitting or lying in one position too long. Other names are bed sore, pressure sore, and decubitus sore.

**DEDUCTIBLE-** The amounts payable by the enrollee for covered services before Medicare or private health insurance makes reimbursements. The Medicare hospital insurance's deductible applies to each new benefit period, is determined each year by using a formula specified by law, and approximates the current cost of a one-day inpatient hospital stay. The Medicare supplementary medical insurance deductible is currently fixed by law at the first \$60 of covered charges per calendar year.

**DEHYDRATION-** Lack of adequate fluid in the body; a crucial factor in the health of older people.

**DIABETES-** A condition caused by a failure of the pancreas to secrete enough insulin. An older person may have poor circulation, poor eyesight, or other debilitating complications from the disease.

**DISCHARGE PLANNING-** A centralized, coordinated program developed by a hospital or nursing home to ensure that each patient has a planned program for need continuing or follow-up care once they leave the facility.

**DISORIENTATION-** Loss of one's bearing's loss of sense of familiarity with one's surroundings; loss of one's bearings with respect to time, place and person. The opposite of this is oriented.

**DIVISION OF FACILITY SERVICES (DFS)-** This Division, within the North Carolina Department of Health and Human Services, performs many key functions, including developing licensure rules and regulations for consideration by the Medical Care Commission, issuing, denying, or revoking licenses for adult care homes and initiating other acts regarding homes licensure and operation to assure compliance with the rules for adult care homes(i.e. summary suspension, suspensions of admissions).

**FAMILY CARE HOME-** A residential home licensed in North Carolina to provide care for 2 to 6 people. The building itself is a normal house and is usually in a regular neighborhood with other homes and families next door. The care provided includes room and board, personal assistance, supervision, and meaningful activities provided in a family-like setting.

**FL-2-** The form used by the physician to indicate the appropriate level of care needed by a patient.

**FUNCTIONALLY DISABLED-** A person with a physical or mental impairment that limits the individual's capacity for independent living.

**GRAB BAR-** Bars or railings placed around tubs, showers, and toilets to be used to steady oneself.

**GERIATRICIAN-** A physician who specializes in the diagnosis and treatment of diseases of aging and the aged.

**GROUP CARE SECTION-** The unit within the Division of Facility Services which issues adult care home licenses and enforces overall compliance with the licensure standards.

**GROUP HOME FOR DEVELOPMENTALLY DISABLED ADULTS -** Provides care for 2 to 9 people. These are small residences, usually located in a regular neighborhood. Only adults who are developmentally disabled can live in these homes. They must be able to

participate in community activities (ADAP, Sheltered Workshop jobs), be ambulatory and either have or be able to develop self-help skills. The care provided includes room and board, personal assistance, supervision, and training with goal planning to help people develop self-help skills.

**GUARDIANSHIP-** The legal power and duty given to one person (guardian) for the purpose of assuming responsibility for the care and rights of another person (ward), who has been deemed incapable of handling his/her own personal affairs. The powers and authority conferred upon a guardian depend on what type of guardianship is granted by the court.

Guardian of the Estate- Would be responsible for collecting, preserving, and administering the property and income of the ward.

Guardian of the Person- Is entitled to custody of the ward and is responsible for the ward's care, comfort and maintenance. The guardian makes decisions such as where the ward will reside, gives consent for the medical or professional treatment of the ward. The Guardian of the Person controls the basic physical care of the ward and his/her immediate personal effects.

General Guardian- Performs the duties of both the Guardian of the Estate and Guardian of the Person.

**HOSPICE CARE-** Care that addresses the physical, spiritual, emotional, psychological, social, financial, and legal needs of the dying patient and his family. Hospice care is provided by an inter-disciplinary team of professionals and volunteers in a variety of settings, both inpatient and at home, and includes bereavement care for the family.

**INTERMEDIATE CARE FACILITY (ICF)-** A nursing home that provides a level of medical care which is less intensive than skilled nursing, while ensuring the daily availability of nursing services. Regular medical, nursing, social and rehabilitative services are provided, in addition to personal and residential care for patients not capable of full independent living. Medicaid pays for skilled and intermediate care. Medicare pays only for skilled care. Under OBRA the distinctions between intermediate and skilled care are eliminated.

**MEDICAID-** A medical assistance program for low-income people administered at the state level through the Division of Medical Assistance in the North Carolina Department of Health and Human Services. To be eligible a person must meet income and assets limits, and be aged, blind, disabled, a member of a family with dependent children, or a pregnant woman. Some people are covered by both Medicare and Medicaid. Medicaid pays the Medicare deductible and co-insurance and the Part B premium for eligible persons. The program is based on regulations from both federal and state.

**MEDICALLY NEEDY-** A category of persons who may receive medical assistance under some states' Medical Assistance Program. Medically needy coverage is the same as categorical coverage except that it often does not pay for emergency hospitals, intermediate care facilities, clinic services, and psychologists.

**MEDICARE-** A federal health insurance program for people 65 or older and certain disabled people. It is administered by the U.S. Department of Health and Human Services. Social Security Administration offices across the country take applications for Medicare and provide general information about the program.

There are two parts to the Medicare program. Hospital Insurance (Part A) helps pay for inpatient hospital care, inpatient care to a skilled nursing facility, home health care and hospice care. Medical Insurance (Part B) helps pay for doctors' services, outpatient hospital services, durable medical equipment, and a number of other medical services and supplies that are not covered by the Hospital Insurance part of Medicare.

**NURSING HOME-** A health care facility licensed by the state to provide long-term medical services according to the directives of a resident's physician and standards of quality set by the state and the facility. Nursing homes in North Carolina are staffed by professional personnel under the direction of a licensed nursing home administrator. They deliver a variety of medical and social services to their residents.

**OMBUDSMAN-** A representative of a public agency or a nonprofit organization who investigates and resolves complaints made by or on the behalf of older individuals who are residents of long-term care facilities. In North Carolina the State Long-Term Care Ombudsman is located in the Division of Aging of the Department of Health and Human Services. There are eighteen Regional Ombudsmen across the state that are located within the Area Agency on Aging, a part of the regional council of government.

**PERSONAL CARE-** Care that involves help with eating, dressing, walking, and other personal needs but very little or no nursing supervision. The terms "custodial care", "domiciliary care", "adult care" and "residential care" are often used interchangeably with "personal care", although strictly defined "personal care" may imply a somewhat higher level of service.

**PERSONAL NEEDS FUND-** A sum of money that residents who are Medicaid eligible, living in long-term care facilities are allowed to retain from their income to purchase personal items and/or services.

**POWER OF ATTORNEY-** The simplest and least expensive legal device for authorizing one person to manage the affairs of another. In essence, it is a written agreement, usually with a close relative, an attorney, or financial advisor, authorizing that person to sign documents and

conduct transactions on the individual's behalf. The individual may delegate as much or as little power as desired and end the arrangement at any time.

**Health Care Power of Attorney-** A person designated to make healthcare decisions for another person when the designator is not capable of making those decisions.

**REPRESENTATIVE PAYEE-** An individual who is chosen by the Social Security Administration and agrees to receive a social security or SSI recipient's check and to handle the funds in the best interest of the recipient.

**RESIDENTS' COUNCIL-** An organization of adult care home residents. Its goal usually is to improve the quality of life, care, and communication within an institution by providing some measure of control or self-determination by the residents.

**RESTRAINT-** A device used to prevent a resident from falling out of a chair; e.g. a belt around the waist tied to a wheelchair or a jacket with straps tied to a wheelchair. A jacket restraint could be used to prevent a resident from crawling over the side rails of a bed. Wrist restraints are used under unusual circumstances. Restraints should only be used as protection for the resident and when other means are not reasonable.

**SEDATIVES-** Drugs which provide calm and quiet to those in a state of nervous excitement (Noctec, Nembutal, Seconal, Chloral Hydrate, and Phenobarbital are commonly used examples).

**SELF CARE-** Bathing, dressing, toileting, and feeding oneself.

**SENILITY-** Popularized laymen's term used by doctors and the public alike to categorize the mental deterioration that may occur with aging.

**SKILLED NURSING FACILITY (SNF)-** A nursing home which provides 24 hour-a-day nursing services for a person who has serious health care needs but does not require the intense level of care provided in a hospital. Rehabilitation services may also be provided. Many of these facilities are federally certified, which means they may participate in Medicaid or Medicare programs.

**SOCIAL SECURITY ADMINISTRATION (SAA)-** The federal government agency which administers programs throughout the United States. These programs include: SSI, old age and survivors' benefits, and disability.

**MEDICAL CARE COMMISSION-** A state body which promulgates rules which govern the operation of all adult care homes, except those exempt in subsection (c) of G.S. 131D-2.

**SPEND DOWN-** Under the Medicaid program a spend-down refers to a method by which an individual established Medicaid eligibility by reducing gross income through incurring medical expenses until net income (after medical expenses) meets Medicaid financial requirements.

**STATE-COUNTY SPECIAL ASSISTANCE FOR ADULTS-** A program of financial assistance for eligible residents of adult care homes. This program is administered by the Department of Social Services.

**SUPERVISOR-IN-CHARGE-** A person whose qualifications have been cleared by the county department of social services and approved by the N.C. Division of Facility Services to live in the home full-time or have charge of the management of it when the administrator does not live in or remain in the home full-time. There should be a supervisor assigned on each of the three shifts if they do not live-in.

**STATE OFFICE ON AGING-** An agency of state government designated by the governor and the legislature as the focal point for all matters related to the needs of older persons within the state. Currently, there are 57 State Offices on Aging located in the 50 states, the District of Columbia, and the U.S. territories. In North Carolina the Division of Aging (DOA) in the Department of Health and Human Services (DHHS) is the state office on aging.

**SUPPLEMENTAL SECURITY INCOME (SSI)-** A federal program that pays monthly checks to people in need who are 65 years or older and to people in need at any age who are blind and disabled. The purpose of the program is to provide sufficient resources so that anyone who is 65, or blind, or disabled can have a basic monthly income. Eligibility is based on income and assets. SSI is administered nationally and locally by the Social Security Administration.